



**Job Title:** **PHLEBOTOMIST**

**Department(s):** Medical Support

**Position Summary:** Performs routine laboratory tests, daily controls, maintenance and upkeep on equipment used for Waived testing; files lab reports and orders related supplies. Draws blood and performs vaccination including for COVID-19.

**Supervision Received:** Clinical Operations Manager

**Supervision Exercised:** None

**Hours/Week** 40  Full-Time  Part-Time  Exempt  Non-Exempt

**FLSA Definition:**

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**ESSENTIAL FUNCTIONS:**

- Performs routine laboratory tests such as urinalysis dipstick, Rapid HIV, CoaguChek INR, Hemoglobin A1C, Hemocue Hemoglobin, Hemocue Glucose, Covid-19 Antigen tests, Urine Drug Screen, rapid Flu, Occult Blood tests, ESR, hematocrits, pregnancy tests, quick streps, monospots, venipuncture and other procedures as directed. Preps specimens for outside lab.
- Performs daily controls on laboratory equipment including CBCs, Hgb, Glucose and other procedures per protocol
- Prepares all specimens sent to reference lab
- Maintains all laboratory equipment used for Waived testing
- Charts incubator, refrigerator and freezer temperatures daily, room temperature and room humidity
- Prepares lab for startup, keeps lab clean, and shuts down lab appropriately
- Keeps provider informed of abnormal labs
- Orders appropriate laboratory supplies (test kits, etc.) and forms
- Establishes and maintains EMR system for lab ordering, entering results and providing results to provider
- Performs Medical Assistant duties, when required, including administration of COVID-19 and other vaccinations after completion of training

**CORE REQUIREMENTS:**

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale

- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

**QUALIFICATIONS:**

- High school diploma or equivalent
- Graduation from an accredited Phlebotomy program
- Minimum one year experience working as a Phlebotomist
- ASCP, NPCE certification or certification as a CPTS or CPT preferred
- Knowledge of laboratory policy and procedures
- Interest in expanding skills to learn operation of lab equipment and vaccine administration

**Attachments**

- Physical and Mental Requirements
- Work Environment